

## Questionnaire concerning the sale of an apartment including the Owners' association (VvE) checklist

If you think it necessary, you can provide further information either at the end of the questionnaire or in the text. If you are in doubt about how to answer something, or if you do not understand a question, just put a question mark beside it. Please then contact the agent as soon as possible. Just cross out a question if it is not relevant. A copy of the questionnaire is given to the buyer. In addition, a copy of the questionnaire is normally attached to the sales contract as an attachment.

### Purpose of questionnaire

The questionnaire provides shape, content and structure to the seller's duty of disclosure. The duty of disclosure goes no further than sharing what you as the seller know about the house at the time of completing the contract. The questionnaire is not intended to provide guarantees and is of an informative nature.

Usually most of the questions in the questionnaire can be answered with 'yes', 'no' or 'not known'. The open-ended questions feature a text box. Here you can formulate your own answer. If you cannot answer the question, please indicate that the answer is not known to you.

### Apartment details:

Address of the property to be sold:  
Europalaan 66, 5623 LK Eindhoven

### 1. Additional information

- a. After taking possession of the apartment were any other, additional notarial or private documents drawn up with regard to it? ☐ yes ☒ no  
If so, which?
- b. Have any verbal or written agreements been made concerning the neighbouring plots (*e.g. this could be any arrangements for the use of an entrance/gate, shed, garage, garden, agreements with commitments from several neighbours, boundary partitions*)? ☐ not known ☐ yes ☒ no  
If so, what are they?
- c. Does the existing site fencing differ from the land registry property boundaries (*e.g. this could be any arrangements for the use of an entrance/gate, shed, garage, garden, agreements with commitments from several neighbours, boundary partitions*)? ☐ not known ☐ yes ☒ no  
If so, what sort of deviation is it?
- d. Is part of your apartment, shed, garage or fence built on ground belonging to the neighbours, or vice versa? ☐ not known ☐ yes ☒ no  
If so, please give further explanation:
- e. Are you using ground belonging to a third party? ☐ not known ☐ yes ☒ no  
If so, which ground?

- f. As far as you know, is the apartment affected by 'special burdens and restrictions'? ☐ yes ☒ no  
*('special burdens and restrictions' can be private law restrictions such as (guiding) easements (e.g., a right of way), qualitative obligations, chain clauses, usufruct, pre-emptive rights (for example, a first right of purchase), building rights, leasehold, lease purchase. It may also concern public law restrictions such as a notice from the municipality regarding illegal alterations)*  
 If so, which?
- g. Does the Municipal preferential rights Act apply? ☐ yes ☒ no
- h. Does an anti-speculation clause or a self-occupancy obligation apply to the apartment? ☐ yes ☒ no  
 If so, for how much longer?
- i. Does urban or village conservation apply or is a procedure for such currently under way? ☐ yes ☒ no  
 Does municipal, provincial or nation listed building status apply or is a procedure for such currently under way? ☐ yes ☒ no  
 According to the zoning plan is it a visually prominent or characteristic building? ☐ yes ☒ no
- j. Is there, or has there been land consolidation? ☐ yes ☒ no  
 If so, do you have to pay land consolidation interest for this? ☐ yes ☒ no  
 If so, how much and for how long?  
 Amount: €  
 Duration:
- k. Is there a question of compulsory purchase? ☐ yes ☒ no
- l. Is the apartment or the ground either wholly or partially rented out or used by others? ☐ yes ☒ no  
 If so:  
 - - is there a rental agreement/contract for use? ☐ yes ☒ no  
 If there is no contract or agreement, describe below what was agreed (verbally) with the tenant/user:  
 Which part is rented out?  
 Which parts are shared?  
 Which objects are the tenant's and what can he remove when leaving (e.g. water heater, kitchen, lamps)?
- Did the tenant pay a deposit? ☐ yes ☒ no  
 If so, how much? €  
 Have any other agreements been made with the tenants? ☐ yes ☒ no  
 If so, which?

- m. Does the used storage space (or another space such as a garage and/or parking space) also belong to the apartment according to the division deed and the division plan *(It regularly happens that a used storage space/garage/parking space is not the storage space that belongs to the apartment according to the division deed and the division plan. People exchanged storage spaces for whatever reason. It is important to sell the storage space/garage/parking space that belongs to the apartment according to the division deed and the division plan)*? ☐ n/a ☐ yes ☒ no
- n. Is there currently a dispute or procedure under way concerning the apartment, whether or not via the courts, rent assessment committee or another institution (e.g. compulsory purchase/issues with neighbours, such as easements, rights of way, boundaries, etc.)? ☐ yes ☒ no  
If so, what are they?
- o. Has an objection been made against the WOZ (Immovable/ Real Property Tax Act) value assessment? ☐ yes ☒ no  
If so, please explain:
- p. Have improvements or repairs been proposed or announced by the government or utility companies that have not yet been completed as promised? ☐ yes ☒ no  
If so, which?
- q. Have subsidies or payments been provided in the past that can be reclaimed when selling the apartment? ☐ yes ☒ no  
If so, which?
- r. Has the apartment been declared uninhabitable or was it ever declared uninhabitable in the past? ☐ yes ☒ no  
If so, why?
- s. Has VAT to be paid on the sale (e.g. because it was formally a commercial property, or the apartment included a practice or because you have made substantial alterations)? ☐ yes ☒ no  
If so, why?
- t. How do you presently use the apartment (e.g. as a home, practice, shop, storage area)?  
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- Is this use permitted in compliance with the deeds of division? ☒ yes ☐ no  
Is this use permitted according to the municipality? ☒ yes ☐ no  
If not, has the municipality ever raised this conflicting usage with you? ☐ yes ☐ no  
How did the municipality raise this conflicting usage with you?

## 2. Outer walls

- a. Does or did the apartment have dampness penetration or permanent damp patches on the walls? ☐ yes ☒ no  
If so, where?
- b. Are there (repaired) cracks / damage in/on the façades of the apartment? ☐ yes ☒ no  
If so, where?
- c. Were the walls insulated during construction? ☒ not known ☐ yes ☐ no  
If not, were the walls (partly) insulated afterwards? ☒ not known ☐ yes ☐ no  
If yes, when did the insulation of the walls take place and with what insulation material?
- Do you have a certificate or proof of post-insulation? ☐ yes ☐ no  
Is there comprehensive insulation? ☒ not known ☐ yes ☐ no  
If not, which parts have not been insulated?
- d. Have the outer walls of the apartment ever been cleaned? ☒ not known ☐ yes ☐ no  
If so, what method of cleaning was applied?

### 3. Roof(s)

- a. How old are the roofs of the apartment complex approximately?  
Flat roofs: ??  
Miscellaneous roofs: ☒ not known
- b. Does the roof leak, or have there been leakages? ☐ yes ☒ no  
If so, where?
- c. Have defects in the roof construction of the apartment been identified in the past, such as lopsided, sagging, creaking, damaged and/or eroded parts of the roof? ☐ yes ☒ no  
If so, where?
- d. Has the roof of the apartment complex ever been fully or partially replaced or repaired? ☐ yes ☐ no  
If so, which part and why?  
Geen idee
- e. Was the roof of the apartment complex insulated during construction?  
Flat roofs: ☒ not known ☐ yes ☐ no  
Other roofs: ☒ not known ☐ yes ☐ no  
If not, was the roof insulated afterwards?  
Flat roofs: ☒ not known ☐ yes ☐ no  
Other roofs: ☒ not known ☐ yes ☐ no  
If yes, when did the insulation take place and with what insulation material?

Do you have a certificate or proof of post-insulation? ☐ yes ☐ no

Is there comprehensive insulation?

Flat roofs: ☒ not known ☐ yes ☐ no

Other roofs: ☒ not known ☐ yes ☐ no

If not, which parts have not been insulated?

f. Are the rainwater drains on the apartment blocked or leaking? ☐ yes ☒ no

If so, please explain:

g. Are the roof gutters blocked or leaking? ☐ yes ☒ no

If so, please explain:

#### 4. Casings, windows and doors

a. What material are the external frames made of (e.g. wood, plastic or aluminium or another type of material)?

Hout

b. When was the last time that the external casings, windows and doors of the apartment were painted?  
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Was this carried out by a professional painter? ☒ yes ☐ no

If so, who is it?

c. Do all the hinges and locks in the apartment operate properly? ☒ yes ☐ no

If no, please explain:

d. Are the keys available for the doors, windows, etc., that have locks? ☒ yes ☐ no

If not, which doors, windows, etc., do not have keys?

e. Is the apartment fitted with insulated glazing? ☒ yes ☐ no

If yes, what type of glass (e.g. HR, HR+, HR++ or HR+++, see the glass rebate which usually states which type of glass is fitted)?

Is the entire apartment fitted with insulated glazing? ☒ yes ☐ no

If not, which windows have not been insulated?

f. Is condensation apparent in the space between the two layers of glass (caused by leaks)?? ☐ yes ☒ no

If so, where?

#### 5. Floors, ceilings and walls

a. Does the apartment have, or has it had penetrative dampness or rising damp affecting floors, ceilings, and/or walls? ☒ yes ☐ no

If so, where?

Woonkamer. Leckage geweest, inmiddels opgelost

- b. Does the apartment have, or has it had fungal growth affecting floors, ceilings, and/or walls? ☒ yes ☐ no

If so, where?

Badkamer

- c. Does the apartment have (repaired or hidden) cracks and/or damage in or on floors, ceilings and/or walls? ☒ yes ☐ no

If so, where?

Badkamer

- d. Have problems in the apartment arisen in the past with the finishing (e.g. loose tiles, loose wallpaper or filler, hollow-sounding or loose plasterwork, etc.)? ☐ yes ☒ no

If so, where?

- e. Are there, or have there been, defects in the floor construction of the apartment, such as lopsided, sagging, creaking, damaged and/or eroded parts of the floor? ☐ yes ☒ no

If so, where?

- f. Is the floor of the apartment insulated? ☒ not known ☐ yes ☐ no

If yes, when did the insulation of the floor take place and with what insulation material?

Do you have a certificate or proof of post-insulation?

☐ yes ☒ no

Is there comprehensive insulation?

☒ not known ☐ yes ☐ no

If not, which parts have not been insulated?

## 6. Foundation, crawl space and basement

- a. Is there, or have there been defects in the foundations of the apartment? ☐ not known ☐ yes ☒ no

If so, where?

- b. Is the crawling space of the apartment accessible? ☐ yes ☒ no

Is the crawling space dry?

☐ mostly ☐ yes ☐ no

If not, or mostly, explanation:

- c. Is there penetrative dampness in the cellar walls? ☐ sometimes ☐ yes ☒ no

If so or sometimes, explanation:

- d. Has the ground water level changed demonstrably over the last few years, or has there been a problem with flooding? ☐ yes ☒ no

If so, did this lead to problems in the form of water in the crawling space or cellar?

☐ n/a ☐ yes ☐ no

If not, what problems did it lead to?

## 7. Equipment

- a. What kind of heating system(s) is/are present in the apartment (*e.g. central heating system, heat recovery system, thermal storage system, block heating, (hybrid) heat pump, air conditioning, solar boiler, electric boiler, pellet stove or other system*)?

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Is/are the system(s) owned?

☒ yes ☐ no

If no, explanation (*e.g. the system(s) is/are rented or leased. Also state rental/lease price*):

Brand of system(s):

Ferroli HR

Type (number) of the system(s):

Installation date of the system(s):

2017

On what date was/were this system(s) last serviced?

Is the maintenance carried out by an approved firm?

☐ yes ☐ no

If so, who is it?

- b. Has anything noteworthy occurred with the system(s) over the last period of time (*e.g. the central heating system has to be topped up more than once annually, or the system does not function properly*)?

☐ yes ☒ no

If so, what brought it to your attention?

- c. Do some of the radiators not heat up?

☐ yes ☒ no

If so, which?

- d. Do any of the radiators or water pipes leak?

☐ yes ☒ no

If so, which and where are they located?

- e. Have any of the radiators or water pipes ever been frozen?

☐ yes ☒ no

If so, where?

- f. Does your apartment have underfloor heating?

☐ yes ☒ no

If yes, is this electric underfloor heating, hot water underfloor heating or other?

☐ electric

☐ hot water

☐ other, namely:

Where is the electric underfloor heating located?

☒ n/a

- Where is the underfloor heating with hot water located? ☒ n/a
- Where is the other underfloor heating located? ☒ n/a
- g. Do some of the rooms not warm up properly? ☐ yes ☒ no  
If so, which?
- h. Does the apartment complex have solar panels? ☐ yes ☒ no  
When were the solar panels installed?  
Year:
- What is the energy that is generated used for (*e.g. private parts of the living areas, or the shared areas*)?
- i. In what year were the chimneys and flues cleaned and swept for the last time?
- j. When did you use the chimneys for the last time?
- Do the chimneys have sufficient draw? ☐ not known ☐ yes ☐ no
- k. Have any parts of the electrical system been renewed (*electrical system refers to all electrical lines/switches sockets, meter box, etc.*)? ☐ yes ☐ no  
If so, when and which parts?
- l. Do the (technical) systems have defects? ☐ yes ☒ no  
If so, which?
- m. Is there a charging station available for an electric car? ☐ yes ☒ no  
If so, where is it located?
- Will it be left behind? ☐ to be discussed ☐ yes ☐ no
- n. Is there mechanical ventilation or a similar system in place? ☐ yes ☒ no  
If so, is this system functioning properly? ☐ yes ☐ no  
If no, please explain:  
When was this system last serviced?  
Approximately how old is this system?
- o. Is there a home automation system or similar (*A home automation system automatically controls heating, lighting, heating, audio, ventilation, etc.*)? ☐ yes ☒ no  
If so, is this system functioning properly? ☐ yes ☐ no  
If no, please explain:  
Approximately how old is this system?
- p. Are there smoke detectors on each floor? ☒ yes ☐ no



If so, approximately how old are the smoke detectors?

## 8. Toilet facilities, sewerage and kitchen

- a. Is there any damage to wash-hand basins, shower, bath, toilets, drains and taps? ☐ yes ☒ no  
If so, which?
- b. Approximately how old is the bathroom? Geen idee
- c. Do the wash-hand basins, shower, bath, toilets, drains and taps drain away properly? ☒ yes ☐ no  
If no, which ones?
- d. Is the apartment connected to a shared drainage system? ☒ yes ☐ no
- e. Does the apartment have defects in the drainage system such as breaks, problems with smells or leakages? ☐ yes ☒ no  
If so, which?
- f. Are there other systems such as septic tanks or cess pools? ☐ yes ☒ no  
If so, what is installed, and how should it be maintained?
- g. Approximately what year does the kitchen layout date from?
- h. Approximately what year do the built-in appliances date from?  
Are all built-in appliances functioning? ☒ yes ☐ no  
If not, which built-in appliance is not functioning?
- i. Do you have a boiling water tap (e.g. a Quooker tap or similar)? ☐ yes ☒ no  
If so, is this tap functioning properly and approximately how old is this tap?

## 9. Miscellaneous

- a. What is the year of construction of the apartment? 1965
- b. Are there any asbestos-containing materials in the apartment (e.g. asbestos tarpaulin, an asbestos board placed under and/or behind the central heating boiler, asbestos-containing insulation material around the heating pipe, asbestos-containing cord at old central heating boilers/gas stoves, asbestos corrugated sheets etc.)? ☒ not known ☐ yes ☐ no  
If so, which and where about?
- c. Is there still floor covering in the apartment, either loose or fixed, that was purchased between 1955 and 1982? ☐ not known ☐ yes ☒ no
- d. Does the apartment still have lead piping? ☒ not known ☐ yes ☐ no  
If so, where?

- e. Is Japanese knotweed present in the (communal) garden? ☐ not known ☐ yes ☒ no  
*(Japanese knotweed is an exotic plant, which is difficult to remove. The strong rhizomes and stems of Japanese knotweed are capable of causing damage to buildings, pipes and roads)*
- f. Have you had any leaks elsewhere (i.e. apart from the roof/plumbing/ sewerage)? ☐ not known ☐ yes ☒ no
- g. Has the ground of the apartment complex been contaminated? ☐ not known ☐ yes ☒ no  
 If so, is a survey report available? ☒ n/a ☐ yes ☐ no  
 If so, has the municipality or province imposed an inspection and clean-up order? ☒ n/a ☐ yes ☐ no
- h. Is there an oil tank? ☐ not known ☐ yes ☒ no  
 If so, has it been cleaned up or removed? ☒ n/a ☐ yes ☐ no  
 If so, where is the tank located on the property?  
 Is there a Kiwa certificate? ☒ n/a ☐ yes ☐ no
- i. Is there a problem with vermin in or around the apartment (e.g. mice, rats, cockroaches, etc.)? ☐ yes ☒ no  
 If so, where?
- j. Is the apartment affected by woodworm, long-horned beetle, other vermin or fungus? ☐ not known ☐ yes ☒ no  
 If so, where?  
 If so, has this already been treated? ☒ n/a ☐ yes ☐ no  
 If so, when and by which firm?
- k. Is the apartment affected by concrete chloride corrosion or concrete cancer (concrete cancer mainly occurs in crawling spaces of buildings built between 1965 and 1981 that have concrete flooring made by Kwaaitaal or Manta. Other concrete elements such as balconies can also be affected)? ☐ not known ☐ yes ☒ no  
 If so, where?
- l. Has the apartment undergone alterations or have any additions been made? ☐ yes ☒ no  
 If so, what sort of alterations or additions, in what year and which firm completed it?
- m. Have alterations or additions been built without the appropriate integrated environmental permit (previously building permit)? ☒ not known ☐ yes ☐ no  
 If so, which?
- n. Have alterations or additions been carried out without permission from the owner's association? ☒ not known ☐ yes ☐ no  
 If so, which?

- o. Is there fibreglass internet? ☒ not known ☐ yes ☐ no
- p. Are you in possession of a definitive energy certificate or energy label? ☐ yes ☒ no  
If so, which label?

#### 10. Fixed costs

- a. What did you pay last time for the property tax? € 256,82  
Fiscal year: 2024
- b. What is the WOZ [Immovable Property Tax Act] value? € 292000  
Reference year: 2024
- c. What did you pay last time for the water authority charges? €  
Fiscal year:
- d. How much did you pay for the last assessment of municipal taxes (*such as sewerage and waste charges, etc.*)? € 192  
Fiscal year: 2024
- e. What monthly prepayments do you pay to the utility companies?
- |                   |   |
|-------------------|---|
| Gas:              | € |
| Electricity:      | € |
| District heating: | € |
| Other:            | € |
- What is your annual consumption for gas/electricity and water
- |                   |                |
|-------------------|----------------|
| Gas               | m <sup>3</sup> |
| Electricity high  | kWh            |
| Electricity low   | kWh            |
| Electricity total | kWh            |
| Water             | m <sup>3</sup> |
| District heating  | GJ             |
| Other:            |                |

How many residents did you occupy the property with? number: residents

- f. Are there any lease or hire purchase agreements (*e.g. kitchen, windows, central heating system, etc.*)? ☐ yes ☒ no  
If so, which?
- Can these agreements be transferred to the buyer? *N.B! Many lease and hire purchase agreements are no longer transferable to the buyer. Please contact the supplier in question.* ☐ yes ☒ no

How long do these agreements have to run and what is the possible buyout payment?

Buyout payment:

€

Duration:

g. In the case of ground lease and building rights:

What does the ground rent amount to annually?

€

Have you paid all the ground rent demands?

☒ n/a ☐ yes ☐ no

Has the ground rent been bought?

☒ n/a ☐ yes ☐ no

If so, until when?

h. Have you paid all the municipal taxes that you are due?

☒ yes ☐ no

Are there variable amounts for shared entrances, driveways or yards?

☐ yes ☒ no

If so, how much and what for?

€

i. Do you require a parking permit to park on the street?

☐ yes ☒ no

What is the maximum number of parking permits that can be requested?

What do the parking permits cost per year?

€

## 11. Guarantees

Are there any current maintenance contracts and/or guarantee periods that can be transferred to the buyer (*e.g. roofing, central heating systems, double glazing, etc.*)

☐ yes ☒ no

If so, which?

## 12. The owner's association and mutual relationships

a. Is the association registered with the Chamber of Commerce?

☒ yes ☐ no

Chamber of Commerce registration number:

b. How many apartments are members of the owner's association?

Aantal:

c. Do any of the owners have 50% or more of the votes?

☐ yes ☒ no

d. Fractional parts of the apartment complex:

- home:

- storage:

- parking:

e. Number of votes for this apartment:

## 13. The members of the association

a. Is there a professional administrator?

☒ yes ☐ no

- b. If not, is the administrator a member of the owner's association? ☐ n/a ☐ yes ☐ no

*Explanation: The legal term for this function is and was administrator. The administration manages the resources and ensures the implementation of decisions reached at meetings*

#### 14. The owner's meeting

- a. Is a meeting held at least once annually? ☒ yes ☐ no
- b. Are the minutes and/or written decisions and action lists available from the last two meetings? ☒ yes ☐ no
- c. Are there currently any procedures for the annulment of decisions? ☐ yes ☒ no  
If so, which decisions does it concern?

#### 15. Insurances

- a. Is there a collective building insurance? ☒ yes ☐ no
- b. Does it include an 'apartment clause'? ☐ yes ☐ no

*Explanation: An apartment clause prevents the apartment owners from becoming the victim of the failure of another owner. The clause determines that the insurer may not refuse to pay out where damage has arisen through the fault of one of the other owners.*

- c. Is there also third party liability insurance? ☐ yes ☐ no

#### 16. The reserve fund, multi-year maintenance plans and the owner's association contribution

- a. Is there a reserve fund? ☒ yes ☐ no  
How much is in the reserve fund and what is the reference date?  
Amount: €  
Date:
- b. Is there a multi-year maintenance plan? ☒ yes ☐ no  
What age is the multi-year maintenance plan and what period does it cover?  
Year: 2024  
Period:
- c. If not, how is the reserve amount determined for major maintenance?
- d. The monthly payment totals: €  
Of which:  
- service costs € 229  
- reserve for maintenance €  
- heating costs €

e. Are one-off and/or incidental contributions due? ☐ yes ☒ no

If so, what are the amounts and when must they be paid?

Amount: €

To be paid by:

f. Have all amounts due to the owner's association been paid? ☒ yes ☐ no

If no, which ones?

*Explanation:*

*16a, b and c: The Improved Functioning of Owner's Associations Act came into effect on 1 January 2018. Since then it has been obligatory for these associations to put aside an amount for major maintenance. The amount is based on the multi-year maintenance plans (MJOP) of up to five years old that cover a period of ten years, or an amount equivalent to 0.5% of the restructuring costs of the building each year. The multi-year maintenance plan as referred to here must meet the following criteria:*

- It is laid down in writing.*
- It contains a maintenance, repair and replacement cycle for the shared parts, such as load-bearing structures, floors, roofs, drains, systems and casements.*
- The cost of maintenance and repair, as well as replacing components are all stated.*

**17. Further information (other issues that according to you the buyer should be aware of):**

**QUESTIONNAIRE OF AN INFORMATIVE NATURE**

The questionnaire provides shape, content and structure to the seller's duty of disclosure. The duty of disclosure goes no further than sharing what you as the seller know about the apartment at the time of completing the contract. The questionnaire is not intended to provide guarantees and is of an informative nature.

**SIGNATURES**

The seller hereby declares to have reported all the facts known to him/her about the apartment on this form. The seller is aware that if he/she gives incorrect and/or an incomplete statement of facts, he/she runs the risk of being held liable by the buyer. The seller declares that he/she will continue to occupy and maintain the apartment in a manner that is considered customary until the transfer of ownership has taken place.

The undersigned hereby declares to have answered the above questions fully and honestly:

Name:

Name:

Place:

Place:

Date:

Date:

Signature:

Signature:

.....

.....

**Agent details**

## Questionnaire about the apartment including the VvE [owner's association] check-list

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